



Maine Department of Education

Abbreviated Student and Staff Data Calendar

2009-2010

NOTE: This is an abbreviated calendar. A complete list of submission deadlines can be found at:
<http://www.maine.gov/education/forms/forms.htm>

	Due Date	Submitted via	Description	Related Report for Verification Purposes
SEP	9/30	MEDMS/ICDE ^{\$}	Staff Information	Application:Reports/Action:Portal, Superintendent Reports/Superintendent Report
OCT	10/1	Infinite Campus [√]	Data to ensure accurate NECAP student labels and reporting	ME State Reporting/NECAP Label Roster
	10/15	Infinite Campus* ^{\$}	October 1st Enrollment Report (Public) EPS Report Certification	ME State Reporting/EPS October Reports
	10/15	Letter ^{\$}	Eligibility for National Board Certification Salary Supplement	
	10/15	Infinite Campus*	Completers, Dropouts, and Cohorts reports	ME State Reporting/Completers ME State Reporting/Dropouts (Cohort report to be developed.)
	10/22	Infinite Campus	Data to ensure accurate ACCESS For ELLs® labels	ME State Reporting/ACCESS For ELLs (R)
NOV	11/30	MEDMS* ^{\$}	Certification that MEDMS Minimum Teacher Salary Report is correct	Application:Reports/Action:Portal, Superintendent Reports/Verify Minimum Teacher Salary
DEC	12/31	Infinite Campus	December 1 Count of Students with Disabilities	ME State Reporting/December 1 Special Education Students
FEB	2/18	Infinite Campus [√]	Data to ensure accurate PAAP registration	http://iservices.measuredprogress.org
MAR	TBD	MEDMS/ICDE	2009-2010 “Highly Qualified Teacher” (“ HQT ”) Survey	
	3/5	Infinite Campus	Data to ensure accurate MHSA student labels	ME State Reporting/Maine High School Assessment Students
	3/18	Infinite Campus	Data to ensure an accurate MEA-Science student labels	(MEA Science roster to be developed)
APR	4/15	Infinite Campus* ^{\$}	April 1st Enrollment Report (Public) EPS Report Certification	ME State Reporting/EPS April Reports
	4/30	Infinite Campus [√]	Data to ensure accurate MHSA reporting	ME State Reporting/Maine High School Assessment Students
JUN	6/25	Online Form [√]	Average Daily Attendance (ADA) Collection (due immediately following the close of the year)	ME State Reporting/Average Daily Attendance
	6/30	Infinite Campus and MEDMS	Year-End Process including Staff Data, Student Data, Behavior Data, Truancy Data, CTE Year End Data, Graduation Data, etc	

* - A certification form, signed by the superintendent, is also required by this due date.

^{\$} - This collection contains data utilized in determining subsidy

[√] - This collection contains data utilized in determining AYP status.